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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW\_CN\_WITNESS3\_FWWIT3TITLE } { MERGEFIELD  
FW\_CN\_WITNESS3\_FWWIT3INTS } { MERGEFIELD  
FW\_CN\_WITNESS3\_FWWIT3SURNAME }  
{ MERGEFIELD FW\_CN\_WITNESS3\_FWWIT3ADDRESS }

Dear { MERGEFIELD FW\_CN\_WITNESS3\_FWWIT3TITLE } { MERGEFIELD  
FW\_CN\_WITNESS3\_FWWIT3SURNAME }

**Re:** { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 } v { IF { MERGEFIELD  
FW\_CN\_DEF1\_FW\_CN\_D1\_TRUST\_name } <> "" "{  
MERGEFIELD FW\_CN\_DEF1\_FW\_CN\_D1\_TRUST\_name }" "{  
MERGEFIELD "FW\_CN\_DEF1\_FW\_CN\_D1\_FNAME" } {  
MERGEFIELD "FW\_CN\_DEF1\_FW\_CN\_D1\_SNAME" }" }

**Court:** { MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_name }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours Sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

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